

# County of Henry

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MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**JULY 10, 2015**  
**REQUEST FOR PROPOSAL**  
**RFP # 15-08103-A162**  
**HENRY COUNTY PURCHASING DEPARTMENT**

**The Henry County Public Service Authority solicits firms to submit proposals for “Evaluation and Preliminary Engineering Report (PER) for the Reactivation of the Lower Smith River Waste Water Treatment Plant (LSR WWTP) and New Force Main.” The original and five (5) submittals (FOR A TOTAL OF SIX (6) PROPOSALS), marked “Evaluation and PER for Reactivation of the LSR WWTP and New Force Main” RFP #15-08103-A162 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, August 10, 2015, in the:**

**Purchasing Department, Room 210  
Attn: Carole Jones, Chief Purchasing Agent  
Henry County Administration Building  
P.O. Box 7 (Postal Service)  
3300 Kings Mountain Road (UPS or FedEx)  
Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

## **RFP #15-08103-A162**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

### **Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). The Henry County Public Service Authority reserves the right to extend/broaden the scope of this RFP to the awarded vendor for this project and any future projects of the same and or similar scope for a period of five (5) years from date of award notice. This contract and any future contracts shall be active until the projects are complete and possibly through all phases of work. The County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

### **Piggy Back Clause**

This contract shall be available for piggy backing for any other state and local agency or government agency.

### **Illegal Aliens**

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

### **Permits/Licenses:**

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this bid. Bid prices shall include these fees and no additional cost are to be accessed to the County/PSA. Bidder's attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors.

### **Contact for this RFP:**

It is the responsibility of the prospective consultant to inquire about and to clarify any requirements of the Request for Proposal which are not understood. All inquiries concerning this Request for Proposal should be addressed to Michael Ward, P.E., Director of Regulatory Compliance & Technical Applications, at the above address, by calling (276) 634-2540, or e-mailing at [mward@co.henry.va.us](mailto:mward@co.henry.va.us).

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 15-08103-A162**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDED A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-08103-A162** for **Evaluation and Preliminary Engineering Report (PER) for the Reactivation of the Lower Smith River WWTP and New Force Main.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

# **Evaluation and Preliminary Engineering Report (PER) for The Reactivation of the Lower Smith River Waste Water Treatment Plant and New Force Main**

## **I. Introduction**

In 2005, the Henry County Public Service Authority (HCPSA) decided it would be in its best interest to temporarily convert the 6 MGD Lower Smith River Wastewater Treatment Plant (LSR WWTP) into a pumping and equalization facility and contract with the City of Martinsville to treat this wastewater due to local industrial closures.

After a decade of operating the facility as a pumping and equalization facility, the HCPSA would like to pursue plans to reactivate the facility as a wastewater treatment plant and convey flow from the Koehler and Villa Heights service areas to also be treated at the LSR WWTP.

It is the intent of this "RFP" to secure the services of an engineering firm to prepare a comprehensive Preliminary Engineering Report (PER) and financial analysis, develop the necessary plans, specifications, and contract documents for the above mentioned project, submit plans and specification to all necessary agencies in order to obtain regulatory approvals, and obtain a CTC from VA DEQ. The project will be separated into phases for the engineering services. Phase I will include completion of the PER and financial analysis and Phase II will include final design, bidding services, inspection and construction administration.

The Henry County Public Service Authority reserves the right to negotiate with the selected firm an agreement for final design services necessary to conduct this project.

In order to be practicable and fiscally advantageous for the Consultant and the HCPSA, the HCPSA reserves the right to negotiate with the awarded Consultant on similar future projects that pertains to but not limited to (cause and effect projects) the current scope of work/project. This shall not bind the Consultant nor the HCPSA to any future contracts with the awarded Consultant.

Specifically, the selected engineering firm shall perform the following activities:

Phase I (PER & Financial Analysis)

1. Prepare a comprehensive Preliminary Engineering Report (PER) that includes but is not limited to: The reactivation of the Lower Smith River Wastewater Treatment Plant and new wastewater transmission routing alternatives for delivery of the Upper Smith River (Koehler) Facility and Villa Heights wastewater to the LSR WWTP for treatment including cost estimates, project budget, financial analysis and timeline.
2. Identify potential funding sources.

Phase II (Design, Bid Phase Services, Construction Administration & Inspection)

1. Develop plans, specifications, contract documents and complete any necessary environmental reviews.
2. Obtain all necessary regulatory approvals of plans and specification upon completion and the VA DEQ CTC.
3. Provide construction administration and inspection services for the project.
4. Provide assistance to the HCPSA as necessary for the various funding agencies involved.

Federal and State government are committed to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and encourage their participation in the Henry County Public Service Authority procurement activities. Toward that end, the Henry County Public Service Authority encourages these firms to compete in this solicitation and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Companies and firms submitting proposals and contemplating subcontracting services or joint ventures shall take affirmative action steps in compliance with the Federal regulations, prior to the submission of its proposal, to encourage and solicit participation by businesses owned by women and minorities in fulfilling this request for services.

Immediately following determination of the selected firm, the firm must furnish to the grantee all pertinent documentation, which evidences or documents its good faith effort to solicited services of businesses owned by women and minorities in the performance of this contract and describe any planned use of such businesses in fulfilling this contract.

Contracts awarded pursuant to this solicitation shall be in accordance with the rules and regulations of the U.S. EPA, including, but not limited to, the following:

1. Federal Affirmative Action Program Requirements and Goals;
2. The Minority Business Enterprise (MBE) Program requirements;
3. The MBE Documentation Requirements;
4. The Certification of Non-segregated Facilities; and
5. The successful firm or company must also comply with Executive Order 11246, Nondiscrimination in Employment, Equal Employment Opportunity, the Copeland "Anti-Kickback" Act, and Part 60-1 "Obligations of Contractor and Subcontractors" extracts as taken from titles 40 and 41 of the Federal Register

## **II. Proposal Content**

Each proposal addressing the scope of work shall be presented in a full, written report, which shall include, but not necessarily limited, to the following:

1. A statement of understanding of the work to be done and a description of the approach and procedures which will be employed in completing the project.
2. An implementation schedule giving length of time required to complete the project.
3. Brief outline of the firm's qualifications. Biographies, including professional experience of individuals who will be assigned to the project.
4. Project references within the past two years with names, addresses, and telephone numbers of person knowledgeable about quality of work on similar projects and who may be contacted for reference.

## **III. Selection Criteria**

Proposals will be evaluated based on the following information:

1. Understanding of the project. 25 points
2. Firm's approach to organize and management of project. 15 points
3. Past work experience and in local area demonstrating ability to develop complete, economical solutions for similar projects in a timely manner. 20 points
4. Capacity to accomplish the work in a specified time. 10 points



5. Firm's availability of staff, facilities, and equipment to carry out contracted services efficiently and expeditiously. 10 points
6. Stability and continuity of the firm's personnel and management structure. 10 points
7. Capacity of the firm to sustain loss of key personnel without adverse effect on current work, including associated consultants. 10 points

#### **IV. Selection Process**

A selection committee will review all responses. Formal or informal discussions may take place with firms that the committee selects as the most qualified. The Henry County Public Service Authority reserves the right to final selection of consultant, waive informalities and/or irregularities, accept or reject any or all proposals for services and award the contract as deemed to be in the best interest of the PSA.